

Seat Pleasant: A Smart City of Excellence

Quarterly Report

Department	Strategic Outcome(s)	Status	Cost Center
Finance	Bring Finance department within compliance and establish good budget and spending practices.	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> On-going <input type="checkbox"/> Behind Schedule	Finance
Reporting Period	Start Date	End Date	Director
Fourth Quarter	April 1 st , 2021	June 30 th , 2021	Jeannelle Wallace/Jessica Wise

Reporting Period Objectives: Complete FY19 audit and begin FY20 Audit. Bring account reconciliations up to date, complete USDA change order and cover sheet revisions. Submit information to USDA for loan extension/additional funding request, and/or apply for waiver of extension. Cross-train existing finance department employees on all finance platforms and seek out additional resources to onboard for additional assistance. Bring CBIZ 457(b) employee contributions current. Submit all documentation for current grant reimbursements.

Objective Outcomes To-Date: Completed FY19 Audit and began preparation for FY20 Audit (i.e., account reconciliations/grant reimbursements). Completed 457(b) employee contributions through 06/11/2021.

Objective Challenges: High workload with reduced staffing (i.e., departure of interim CFO), USDA change order revision & cover sheet amendment request (high work volume request).

Resources Used: Video/telephone conferencing. External department assistance (i.e., K. Rhoda, D. Lanham, J. Wallace, and Carlton Wilkins).

Is Objective within budget, scope and on schedule: Yes

Finance Report: See attachment(s)

Goals expected to complete in the next quarter: Prepare and submit all USDA change order revisions and cover sheet amendments. Complete and submit documentation for USDA extension, additional funding request, and/or waiver of extension. Complete/near complete FY20 Audit.